

PIGGYBACKING PROHIBITION

WHAT IS PIGGYBACKING?

Piggybacking is a term used to describe the practice where a worker with access authorization (clearance) allows another worker with the appropriate badge and the need to know to enter any area controlled by an active badge reader.

WHY PROHIBIT PIGGYBACKING?

This security enhancement is in response to lost badges and the unanimous recommendation of the Worker Safety and Security Team. Further, LANL is committed to strengthening security in demonstrable ways through Labwide consistency in procedures and practices.

FREQUENTLY ASKED QUESTIONS

Q. What should I do if the badge reader isn't working?

A. Call 667-4949 to report the problem.

NOTE: Badge readers that are rendered inoperative due to a malfunction of the system are NOT considered active badge readers. Owning organizations can implement manual badge checks by authorized organizational or Protective Force personnel until the badge reader can be repaired. Manual checks will ensure that the picture ID matches the person holding the badge to ascertain that person's proper clearance and authorization prior to entry into the area.

Q. Does the piggybacking prohibition apply to Property Protection Areas?

A. Yes. Many Lab employees had been confused regarding the different types of Security Areas where piggybacking, also known as vouching, was allowed. To ensure there is no confusion, piggybacking is no longer allowed on LANL property where a badge reader is present.

Q. Are there any open or public areas at the Laboratory where the piggybacking prohibition does not apply?

A. Yes. In open or public areas that do not use badge readers for access control or in those open or public areas where the badge readers are not activated during normal work hours.

Q. I have a unique situation at my area/facility. Whom do I contact??

A. Contact the Security Assessments Group (SEC-SA5), which will work with the Responsible Line Manager (RLM) and the SEC-DSS9 Security Program Leader (SPL) or Deployed Security Officer (DSO) for the area or facility on an acceptable solution to the unique situation.

Q. Will escorting for cleared/uncleared visitors who are not enrolled in the badge reader still be allowed?

A. Yes. Cleared visitors' access to badge readers and hand geometry units is based on the request of their hosts. Escorting of cleared/uncleared visitors has not changed. Please call 667-5587 or email badge@lanl.gov if you have further questions.

FAQs (CONTINUED)

Q. If a worker's badge cannot be read by the badge reader, can I visually examine the badge and let the worker in?

A. No. The worker needs to go to the Badge Office or to the organization controlling access authorization to resolve any access issues (e.g., fix the badge or update the database). If a worker's badge needs to be enrolled into an organization's controlled badge reader, you may escort him or her into the area following escorting procedures for enrollment process only.

Q. Another worker and I had just come through a badge reader 20 minutes ago, and his badge worked fine. Now his badge is not working. Would it be OK to vouch him in?

A. No. He has to contact the Badge Office (667-6901) or the Security Systems Group (667-4949) to resolve access or badge reader issues.

Q. Is piggybacking ever allowed?

A. There are only two occasions when piggybacking is ever allowed: The first is when a badge reader is not present. (Example: Some Property Protection Areas at the Laboratory do not have badge readers.) The second occasion is when a gate is locked with a mechanical or Videx lock. In this case, the worker who opens the gate must verify that everyone who is being allowed access has a LANL or valid DOE badge and authorization to enter. If neither of these can be verified, then the worker must lock the gate and ask those whose access authorization cannot be verified to open the gate themselves using their keys.

Q. Do all occupants of a vehicle have to swipe their badges at a vehicle access badge reader?

A. Yes.

Q. What are my escorting responsibilities when I am escorting an official visitor into a Property Protection Area with a badge reader to control access?

A. The responsibilities would be similar to that for other Security Areas; i.e., you would log that person in as a visitor and then escort that person while he or she is in the area. Visit the Escorting Uncleared US Visitors webpage for more information.

More FAQs and details can be found at <http://int.lanl.gov/security/facility/piggybacking/piggyFAQs.shtml>

Resources

Badge Office, 667-6901, badge@lanl.gov
Security Help Desk, 665-2002, security@lanl.gov
Security Assessments Group (SEC-SA5), 667-2510
Security Inquiry Team, 665-3505
Security Systems Group (SAFE-SA3), 667-4949
SPLs and DSOs: <http://int.lanl.gov/security/integrating/deployed.shtml>

References

- 1) Manager's Instruction 07-004, Piggybacking Prohibition, June 2007
- 2) Escorting Uncleared US Visitors Webpage: <http://int.lanl.gov/security/personnel/escorting/>
- 3) Security Smart on Security Areas: http://int.lanl.gov/security/documents/security-smart/security_areasv2_0606.pdf